

AZ ARNG Interim Maintenance Work Request

DATE REQUESTED: _____ REQUESTOR: _____

LOCATION: _____ BLDG# _____

PHONE #: _____ EMAIL: _____

DESCRIPTION: _____

Please write clearly and carefully so that we can understand what you are requesting. An email contact and a phone number are mandatory and must be included in every request for work. Requests for work orders can be faxed to **(602) 629-4334, ATTN: Rob Coleman, Maintenance**. Please follow your fax with a phone call to ensure your fax was received.

For FMO Use ONLY:

Tech Assigned: _____ *Date/Time Completed:* _____

Estimated/Actual Cost: _____ *Labor/Time to Complete:* _____

Item Description	Cost	Qty	Total Cost

Customer's Remarks/Comments:

Customer Signature: _____

*Any questions can be referred to **Rob Coleman at (602) 267-2611**.*

All building managers and key custodians must make sure that the FMO has a copy of their appointment letters on file, and that telephone numbers, and that their email addresses are valid and current. If you are not sure if the FMO has a copy of your appointment letter, please contact Rob Coleman to verify.